



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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January 14, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Don Knabe, Chair Pro Tem
Supervisor Gloria Molina
Supervisor Zev Yaroslaysky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider 
Chief Information Officer

Subject: **STATUS ON BUSINESS CONTINUITY PLAN PROGRAM SCOPE, TIME,
AND COST ESTIMATES**

On July 2, 2002, your Board directed my office, together with the Chief Administrative Office/Office of Emergency Management (CAO/OEM), Internal Services Department (ISD), and the Auditor-Controller (A-C) to prepare scope time, and cost estimates required for development of a countywide Business Continuity Planning (BCP) Program.

We have developed a draft report to your Board addressing this motion. We are requesting an extension until January 31, 2003 for submission of the final report to allow sufficient time for administrative and departmental review.

CURRENT STATUS/ACCOMPLISHMENTS

Since our last status report, we have accomplished the following:

- (1) Compiled and analyzed results of departmental BCP questionnaires to gather requisite scope information and to determine the current state of preparedness to resume business operations following a disruptive event.
- (2) Collected and analyzed 19 vendor responses to the Request for Information (RFI) document to identify BCP practice methodologies and to gather cost and time estimate information.
- (3) Developed a proposed County BCP Program framework.
- (4) Identified a series of recommendations for next actions.

The final report to your Board will indicate the County will be challenged to restore its operations following a major disruption. Our analysis highlighted the following issues:

- Lack of comprehensive disaster and business continuity plans.
- Insufficient testing of existing plans.
- Existing plans focused only on recovery of IT assets.
- Existing County emergency planning is focused chiefly on protection of life and property.
- County exposure to potential threats is increasing.
- Regulatory mandates will necessitate a commitment to BCP.

Business continuity is both timely and important given the need for County services and the exposure to potential internal and external threats facing the County. We believe the report will provide compelling reasons for a County commitment to a BCP Program and present recommendations for moving forward.

If you have questions or require additional information, please contact Jonathan Williams or me at extension 4-2008.

JWF:JW:GM

c: Sharon Harper, Chief Deputy, CAO
Tyler McCauley, Auditor-Controller
Conny B. Mc Cormack, Registrar-Recorder/County Clerk
Constance Perett, Administrator, CAO/OEM
Chair, Information Systems Commission
BCP Working Group